

### CHANGE IN KEY PERSONNEL

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The grantee organization is required to obtain approval in writing before a substitute or permanent individual is appointed to replace an absent or departed Project Director or Project Coordinator or any key personnel listed in the Terms & Conditions of your Notice of Award. If any key personnel are absent from the project for 3 months or more, a substitute or permanent individual must be proposed by the grantee organization and must be approved by the Project Officer.

*When submitting a change in key personnel request, keep the following in mind:*

The request should give a rationale and justification for the change in personnel at your organization and the impact it will have on the budget. Also describe if any proposed duties or responsibilities have changed and why.

❖ **Required Documentation:**

- Request Letter. All correspondence must be on official letterhead from the awarded organization and must include the following:
  - Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address
  - Two signatures: Authorized Official and Project Director Curriculum Vitae or Resume of new key personnel.
- Position Description.

### CHANGE IN LEVEL OF EFFORT

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Whenever there is to be a substantial change in the level of effort (increase or decrease) in the approved project by the key personnel as designated by the terms and conditions of the award, the grantee must notify MEPI as soon as such information is known but no later than 30 days before the expected date of departure or change in effort level.

*When submitting a change in level of effort request, keep the following in mind:*

If the level of effort increases or decreases and this changes the budget more than 10% of the direct costs, you must submit a budget revision.

❖ **Required Documentation:**

- Request Letter. All correspondence must be on official letterhead from the awarded organization and must include the following:
  - Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address
  - Two signatures: Authorized Official and Project Director SF 424A Budget Information Form. This can be found on the MEPI website.

**Note:** If a budget revision is required refer to the Budget Revision instructions.